



# JOB SEEKERS

Each one of these Missouri Career Center services comes with personalized career assistance from our workforce specialists and career counselors.

## Evaluate Your Skills, Knowledge and Abilities

Get a free Initial Assessment that identifies your strengths, abilities, and areas for development in Applied Mathematics, Locating Information, and Reading for Information. Using either the WIN Quick Assessment or the KeyTrain Quick Guide, we will help you determine if you are ready to take certification testing, or we will help you use remediation tools to improve your skills.

## Earn a Nationally Accepted Workplace Skills Accreditation

Obtain a National Career Readiness Certificate, available in four levels of achievement, to document for potential employers your skills with Applied Math, Locating Information, and Reading for Information. These three skills are highly desirable in the workplace, both for new hires and for promotions to higher-paying jobs with more responsibilities. Applicants unable to score high enough to earn an NCRC on the first attempt can work to improve their scores. Access to Internet-based remedial software is made available by the Missouri Career Center.

## Browse Job Openings

Start your search for quality employment opportunities by registering for free at [jobs.mo.gov](http://jobs.mo.gov)—the state's top career-matching website. We'll also help you explore first-rate government and commercial job-search websites.



## Résumé Writing Assistance

We offer software and experienced staff to help you develop an effective résumé that stands out from others. A special arrangement through Missouri Career Centers and jobs.mo.gov provides the advanced Optimal Résumé online resource. Once registered, you can use it to create professional, high-quality résumés as well as cover letters, on-line portfolios, video résumés, and tools to prepare for interviews.

## Specialized, On-site Workshops

Our five primary workshops, give you the practical guidance you need to get the career of your dreams. Workshops cover Career Exploration, Career Networking, Résumé Preparation, the Interview Process, and Basic Computer Skills. See reverse side for details.

## Tools and Equipment Available to Job Seekers

Access computers, printers, copiers, scanners, fax machines, and phones at no charge to help you search and apply for job openings.

## Access Training Assistance and Training Provider Information

Multiple training programs are available through your Missouri Career Center to assist eligible job seekers with gaining the skills needed to obtain employment in today's economy. Get Occupational Skill Training at a college, university or other educational facility through tprograms that fund training—or retraining—for eligible individuals who have been laid off.

With our On-the-Job Training (OJT) you receive wages and/or benefits while learning a new skill, working with a participating business.

The WorkReady Missouri Program provides an opportunity for individuals receiving Unemployment Insurance (UI) Compensation to receive occupational worksite training on a part-time basis for up to six weeks. Program trainees continue to receive UI and can receive a training allowance.

## Job Search Assistance

You are not alone! Missouri Career Centers provide Staff-assisted Job Search Services to anyone looking for employment opportunities. We actively work with you to identify a job or career goal, identify skill sets and complete an effective registration on the [jobs.mo.gov](http://jobs.mo.gov) one-stop job search website. We also help you navigate through other government and commercial job search websites, provide on-line application assistance and a connection to other products that will help get you into a new career!





# WORKSHOPS

## Career Exploration

It's all about you! This workshop gives you the tools to assess your knowledge, skills, personal interests and priorities on the journey to finding the job that is best for you (or not a good fit). Identify resources that are available to find a rewarding career.

## Career Networking

Everyone recommends it, but not everyone does it well: Learn the benefits of effective and strategic 'networking' and how these interpersonal resources and contacts could lead to a new job. This workshop applies what you learn, so you will develop a plan to present yourself to networking groups, a networking source list and a list of the types of networking groups.

## Résumé Preparation

Wonder what employers are looking for when they read a résumé and cover letter? Find out in this workshop! Identify and optimize all the basic components of a résumé (skills and abilities, work history, and education) so that you stand out above the others. Use some of the same strategies in completing excellent online applications.

## Interview Process

With this workshop you get practical advice on how to best showcase your skills and experience through research, practice, and preparation. Get helpful tips on how to dress and groom for an interview. Learn the different types of interviews and strategies for each.

## Basic Computer Skills

How to use a computer is essential for today's job seeker. Learn the basic computer skills necessary to search and apply for jobs. This workshop includes everything from using the keyboard to accessing the internet to creating and saving files. In addition, learn to use [jobs.mo.gov](http://jobs.mo.gov) to search for your next job.



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